

# Service Provision Offered

## Introduction

Our competent person service is designed to provide your business with a level of health and safety provision and assistance to facilitate you meeting the requirements of regulation 7 of the Management of Health and Safety at Work Regulations 1999.

The service is mainly designed for those businesses that do not have adequate resources to enable them to pay for the services of a full time in-house health and safety manager.

Nevertheless, some larger companies that already have an internal qualified health and safety manager may decide that they require this service to provide know-how within specific areas of health and safety management, or to help deliver a level of support to their internal manager.

The Competent Person service allows you to plan commercially for your health and safety needs, removing the need for costly one-off payments to produce or update your policies and procedures.

Payments are spread throughout the year and paid via monthly standing order or monthly invoicing.

Many tendering, competency and accreditation questionnaires will require you to name where you gain your competent health and safety advice, and this service will allow you to name Evans Consulting Ltd as your provider of this service.

You will be issued with a certificate of membership and a copy of consultant CV's and certificates to support your applications and tender submissions where required.

## No Long-term Contracts

As a unique selling point, we do not put your company under any long-term contract period. Many other health and safety consultancy companies will offer a similar service but they will require you to sign-up to long term contracts of up to three years or more.

It is our view that you have entire flexibility and confidence in the service we provide, so if you are unhappy with the service provided, then you will be free to withdrawn your affiliation at any time following an initial short term agreement by giving 30 days' notice in writing. Our thinking behind the initial short term contract is the need to recuperate initial costs, as these are typically of a higher proportion at the start of any new arrangement being put into place.

## Pricing Structure




























To facilitate the service being accessible to smaller businesses, as well as the larger ones, the pricing arrangement has been based on the amount of employees (including casual/temporary/self-employed workers) employed by the business.

This costing decision is not designed to penalise the larger company, but from experience, the larger company will generally require a more complex level of support and more meticulous policies and procedures etc.

## Total Flexibility in Service Level




We have designed standard packages that we feel will suit most business requirements; however we can also custom-make a package to the individual needs of your business. For those requiring a higher level of support, we also have a monthly job-book system where we undertake our consultancy work at our standard hourly rates and invoice these monthly.




You can mix and match from the different levels or request additional services which are not detailed within the standard packages.




<b>Service Provision Offered</b>	<b>Bronze</b> 	<b>Gold</b> 	<b>Platinum</b> 
Membership Certificate			
Support on matters of health and safety via email and telephone support (max 2 hrs / month) * Note: this time does not roll-over (Bronze/Gold)			
Regular updates on legislative changes and industry best practice procedures			
Annual consultation meeting with one of our health and safety consultants to discuss your on-going requirements and to identify new work equipment, work procedures etc.			
Initial health and safety review with report on compliance with current legislation			
Prepare a bespoke health and safety policy document including; policy statements, roles and responsibilities and arrangements for health and safety (including annual review)			
Enable to designate Evans Consulting Ltd as your 'Competent Person' for health and safety on company literature, tender documents and prequalification questionnaires e.g. CHAS, Safe Contractor, Construction Line, etc.			
Prepare general risk assessments for company activities	<b>Max 10</b>	<b>Max 20</b>	<b>As required</b>
Prepare COSHH assessments	<b>Max 10</b>	<b>Max 20</b>	<b>As required</b>
Assist with pre-qualification and tendering questionnaires	<b>1 per month</b>	<b>2 per month</b>	<b>As required</b>
Undertake company Fire Risk Assessment of the company premises (dependant on complexity and size)			
Flexible company visits per year to assist and undertake health and safety duties on behalf of the company e.g. inspections, audits, reports etc. (max 4 hrs. per visit).	<b>2</b>	<b>4</b>	<b>6</b>
Perform accident investigations with report of findings	<b>Time Charge</b>	<b>Time Charge</b>	<b>Time Charge</b>
Perform external / remote site safety inspections with report including recommendations for improvements to safety standards	<b>Time/ Mileage Charge</b>	<b>Time/ Mileage Charge</b>	<b>Time/ Mileage Charge</b>
Undertake DSE assessments for your computer users	<b>Max 3</b>	<b>Max 6</b>	<b>As required</b>

## Service Provision Costing

To work out the cost for this service for your company please select the table below which is applicable to the number of employees (including casual/temporary/self-employed) working within your organisation, then select the level of cover required from the table above. We are not required to be VAT registered so prices do not include VAT.

Less than 15 employees		
Bronze 	Gold 	Platinum 
£120/month	£189/month	£259/month

15 to 49 employees		
Bronze 	Gold 	Platinum 
£159/month	£239/month	£309/month

50 to 250 employees		
Bronze 	Gold 	Platinum 
£209/month	£289/month	£359/month

\*If the above packages are not suitable for your requirements, let us bespoke a package for you, or sign-up to our fully flexible hourly rate job-book system with monthly invoicing.

Company registration number: GB 09995758